TRIAL INTERACTIVE

APPLICABLE TO:

- Administrators
- Room Managers
- Editors
- Readers

- eTMF
- Study Start-Up
- Collaborate

1. Open the Search function using the button located at the top-right of the screen.

Q Search   ● Add ▾   🔔   (R1) Reader 103 ▾
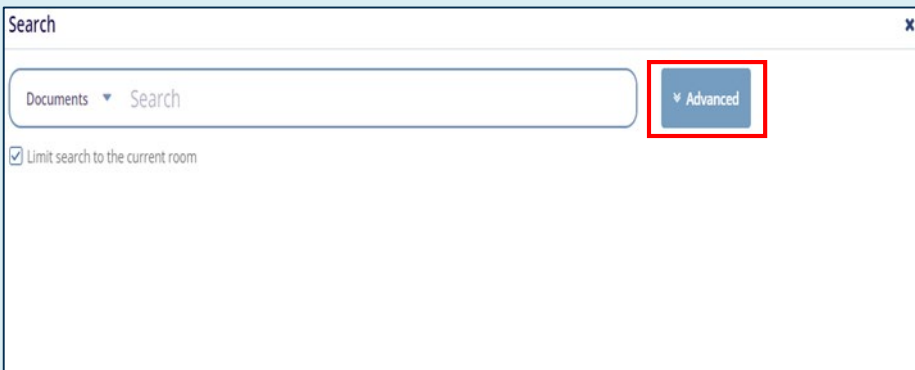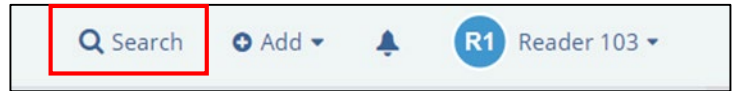
2. Enter which keywords should be included in the search.

Search   x

Documents ▾ | Search   ⌄ Advanced

☑ Limit search to the current room

Tip: Users can also press the **Advanced** button to create a more detailed search.
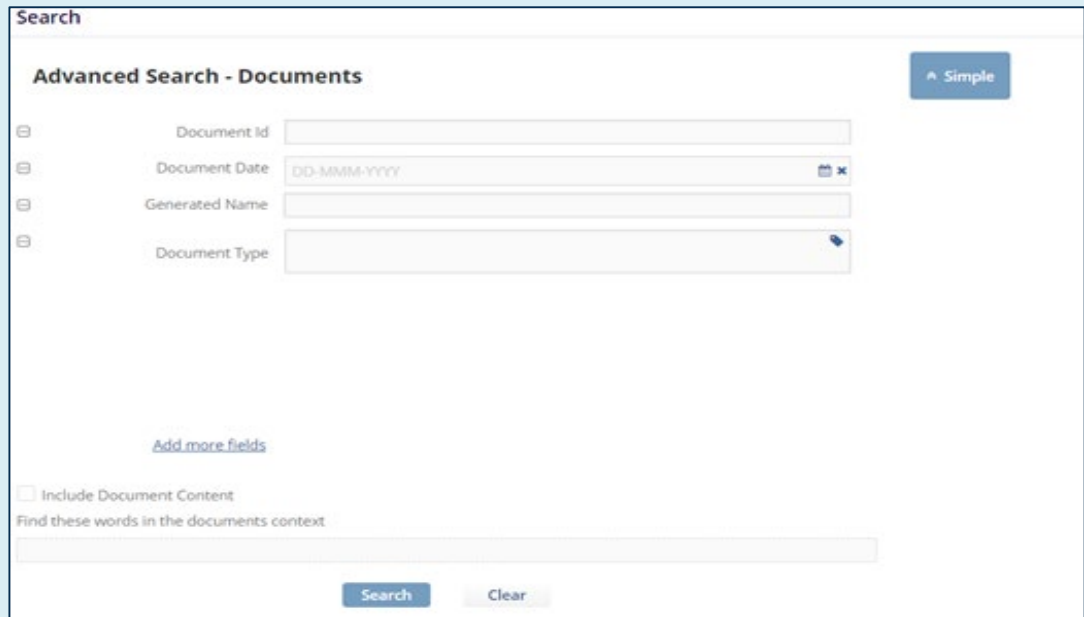
Search

Advanced Search - Documents   ⌃ Simple

Document Id

Document Date   DD-MMM-YYYY   📅 ✕

Generated Name

Document Type   🏷

Add more fields

☐ Include Document Content
Find these words in the documents context

Search   Clear

TRANSPERFECT

Users can click on **Add More Fields** to choose their advanced search options

By checking the box next to **Include Document Content**, users can perform a search for specific contents within a document by entering the desired text into the box below.

The system will also allow to search for **document content** from the **Enter keywords or phrase** search box which is located directly below the search button on the top right hand of the screen.

Whichever method of search is used, the results are displayed in a standard Grid format.

Users can choose to go directly to a document by clicking on the document type icon.
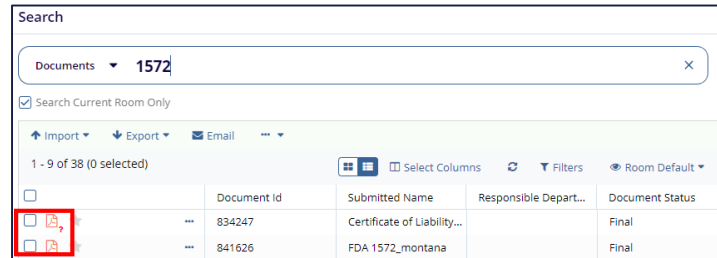
*Tip: Admins can enable or disable metadata fields for inclusion in the search function by using the Forms Settings menu in the Settings area of the system and checking the Searches box for the desired field.